**Self Study Guide #1 (1-2)**

**Informática en Redes**

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| **I Part. Administrative Information** | | | | | |
| Teacher´s Name: | | | | *Ana Yanci Mora Castro* | |
| Conversational English/Specialty: | | | | Informática en Redes | |
| Subject área: | English for Communication | | | | |
| **Unit 3:** | **Stand for Excellence** | | | | |
| Level: | 12 | | | | |
| Schedule: | | | Distance Learning: | | Institution: *Colegio Técnico Profesional de Liberia* |
| Scenario: 1 ( ) 2 ( ) 3 ( ) 4 ( ) | | | | | |
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| Established period for the development of the self-study guide: | | From: July 12th to July 30th, 2021 | | | |
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| **II Part. Pedagogical Planning** | |
| Physical space, materials or teaching Resources that I will need: | If it is possible Internet  SSG / notebook / pen / pencil / eraser / sharpener |
| **General instructions:** | \*Leer cuidadosamente la (SSG-Self Study Guide) guía autónoma de trabajo.  \*Anotar dudas con respecto a la materia escrita y hacer las consultas vía TEAMS, las cuales serán respondidas en el tiempo establecido para la docente.  \*Desarrollar las prácticas enviadas y asegurarse de completar las actividades etiquetadas “home” en su casa antes de asistir a clases. De ser posible adelantar también las actividades etiquetadas “institution”.  \*Las actividades se encuentran a partir de la página 2, las puede hacer en computadora, las puede imprimir o bien las puede realizar en el cuaderno.  \*Luego escanearlas con una app y subirlas a la plataforma TEAMS.  \***No se reciben trabajos por WhatsApp.**  \*Cada hoja debe llevar el nombre del estudiante y la sección. |

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| **Detailed planning of the activities carried out by the student** |
| Goals or Linguistic achievements:  **LISTENING**  \_ Listening to a conversation between an employer and an employee and between coworkers.  **SPEAKING**  \_ Expressing encouragement when talking about programs and courses.  **READING**  \_ Reading and discussing about job skills.  **WRITING**  \_ Organizing information regarding options between job benefits and personal qualities. |

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| LE: Learning Environment I: Institution H: Home E: Evidences K: knowledge P: product Per: performance |

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| **Task Outline for the implementation of pedagogical mediation using Blended Learning** | **LE** | E |
| **Task-Building Process:**  **Pre-Task: (Connection- Clarification)**  **Task 1**  Learners pay attention to the explanation about simple present tense.  Watch the following video: <https://www.youtube.com/watch?v=m0kTGL6Flzg> El presente simple y sus reglas (S - ES - IES) Present Simple Tense * Part 1 * Grammar explanation * 2 pages - English ESL  Worksheets for distance learning and physical classrooms  Illustration:  present continuous - English ESL Worksheets for distance learning and  physical classrooms  **Task 2**  Learners pay attention to the explanation about present continuous tense.  Watch the following video:  <https://www.youtube.com/watch?v=H7uJ2Pqu21U>  Present continuous tense - Games to learn English | Games to learn English  **Task 3**  Learners pay attention to the illustration that explain the future forms  Test English - Prepare for your English exam  **Task 4**  Learners pay attention to the explanation about correlative conjunctions.  Watch the following video that explain the use of:  Either … or  Neither … nor  <https://www.youtube.com/watch?v=chtPQeUep9g>  Watch the following video that explain the use of correlative conjunctions  All Correlative Conjunctions in English: definition, examples and more<https://www.youtube.com/watch?v=WZnWGp-Z5vY>  Illustration:  Correlative Conjunctions in English - English Study Here  **Task 5**  Learners pay attention to the explanation about past simple and present perfect.  Present Perfect vs Past Simple: Useful Differences • 7ESL  Contractions - N'T Word Wall I abcteach.com | abcteach  **Task 6**  Learners pay attention to the illustration that explain the use of n’t.  **Task Rehearsal: (Clarification- Collaboration)**  **Task 7**   1. Watch the pictures and write which of these things do you need permission for? And explain why?   Imágenes, fotos de stock y vectores sobre Working Desk with ... https://thumbs.dreamstime.com/b/trabaje-el-d%C3%ADa-ma%C3%B1ana-del-hombre-de-negocios-negro-afroamericano-trabajador-encargado-88983663.jpg https://thumbs.dreamstime.com/b/trabaje-el-d%C3%ADa-ma%C3%B1ana-del-hombre-de-negocios-negro-afroamericano-trabajador-encargado-88983663.jpg Grupos: procesos grupales y su dinámica - psiconutrias   1. Listen to employees talking to their bosses. Circle the requests that you hear. Listen **audio 1**   \_\_\_\_\_Make a personal call \_\_\_\_\_Go to the hospital \_\_\_\_\_work at home  \_\_\_\_\_leave early \_\_\_\_\_work overtime \_\_\_\_\_Visit the dentist  \_\_\_\_\_open the window \_\_\_\_\_turn on the air conditioner   1. Listen to four managers talking about tasks they or their staff members do.Listen the **audio 2** 2. Listen again. Do the managers delegate the following tasks they talk about? Why or why not? With the audio complete the chart below  |  | | --- | | Task Chart:   1. Writing letters to important clients. 2. Mailing letters. 3. Informing department staff about meetings. 4. Writing reports. 5. Requesting reports 6. Booking a meeting room 7. Giving presentations 8. Photocopying presentation handouts. |  |  |  |  |  | | --- | --- | --- | --- | |  | **Task** | **Delegate?** | **Reason** | | **A.** |  |  |  | | **B.** |  |  |  | | **C.** | Mailing letters | no | She delivers faster. | | **D.** |  |  |  |   **Task 8**  Write about the career that you are studying at CTP Liberia, you can use the following information:  Name of the career  Why do you choose this technic specialty?  Time of length  Subjects that you have to study  Advantages and disadvantages of the technic specialty?  Why do you choose to study at CTP Liberia and no at other institution?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I study IT at CTPL. I chose IT because….  Top 15 Skills Employers Are Hiring For In 2021  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Record an audio and upload to Teams as evidence.**  **Task 9**  Study the vocabulary about skills:   |  |  | | --- | --- | | JOBS | | | This is a list of job skills | | | NOUN | **ADJECTIVE** | | Speech | Quick | | Physical strength | Strong | | Passion for animals | Passionate about animals | | People skills | Good at communication | | Patience | Patient | | Compassion | Compassionate | | Self-confidence | Confident | | Courage | Brave | | Integrity | Honest | | Spirit o teamwork | Involved | | Physical fitness | Well-built | | Organizational skills | Organized | | Flexibility | flexible |  |  |  |  | | --- | --- | --- | | Sentences | | | | I am self-motivated | I want to work | If you tell me to do something, I’ll do it. | | I am punctual | I come on time | You don’t need to tell me what to do all the time. | | I am reliable | I come not late | I don’t waste time and I do the things which need doing, when they need doing. | | I can use my own initiative | I can manage my time well | I finish my work when it’s needed. I don’t do my work late. | | I can work to a deadline | I have good interpersonal skills | I am good at working with other people. | | I am flexible / adaptable |  | I can change the way I work If my job needs me to do something different. |   **Task 10**  Match the adjectives with their definition   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Qualities for jobs (adjectives)** | | | | | | Organized | q |  | q | Is orderly; plans things carefully | | Energetic | q |  | q | Has good self-control | | Resourceful | q |  | q | Reliable; can be trusted | | Responsible | q |  | q | Hard working; tireless | | Co-operative | q |  | q | Needs few things to ix a problem | | Disciplined | q |  | q | Forceful; pushy | | Dependable | q |  | q | Has knowledge or skills through experience | | Aggressive | q |  | q | Works well with others | | Experienced | q |  | q | Always tries to do the right thing | |  |  |  |  |  | |  |  |  |  |  | | Knowledgeable | m |  | m | Eager and interested | | conscientious | m |  | m | Is serious about the job | | Accurate | m |  | m | Waits calmly; doesn’t get upset | | Thorough | m |  | m | Can change easily | | Patient | m |  | m | Makes and invents new things | | Well-groomed | m |  | m | Neat and tidy in appearance | | Flexible | m |  | m | Exact; without mistakes | | Creative | m |  | m | Having a good deal of knowledge | | Motivated | m |  | m | Complete and detailed | |  |  |  |  |  | |  |  |  |  |  | | Punctual | c |  | b | Can be trusted | | Mature | c |  | b | On time | | Practical | c |  | b | Acts like an adult, not a child | | Qualified | c |  | b | Is willing to talk and give information | | Communicative | c |  | b | Is actively looking for success | | reliable | c |  | b | Deals with what circumstances require | | Competitive | c |  | b | Has the training or experience | | ambitious | c |  | b | Wants to be more successful than others. |   Yes, 1 think I have good people skills. What kind of idiot question is  that?" - iFunny :)Pin by Lori Reynolds on Christmas | Cool headed, Employment agency, Looking  for someone  **Task 11**  ~~This lady is the manager of a large company. She wants to employ someone new to work in her office.~~  ~~Watch the picture and answer~~  ~~What kind of person do you think she’s looking for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~  ~~\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_~~    **~~Task 12~~**  ~~Read what the manager says about~~  ~~the kind of person she’s looking for. Pay attention to the bold words.~~  I need some who doesn’t always need me to tell them what to do so the new employee has got to be **self-motivated** and someone who can **use their own initiative.** Obviously, they’ve got to be **punctual** and on time for everything. I’m also looking or someone really **reliable.** My last assistant sometimes forgot to do things.  The office is very busy and we are often working on different projects at the same time, so I need someone who can **manage their time well** and **work to a deadline.**  The new employee will be working closely with clients so they need to have good **interpersonal skills**. Finally, I need someone who is **flexible** and can adapt to sudden changes. Our business is always changing.    **~~Task 13~~**  ~~Based on the vocabular that you study about skills, answer the following questions.~~   1. ~~Can you give an example of a time when you used your interpersonal skills?~~ 2. ~~What are your strengths?~~ 3. ~~How do your colleagues/classmates describe you? Why?~~ 4. ~~If the job is stressful. What qualities do you have which prepare you for this?~~ 5. ~~Can you tell me about a time when you had to work on your own initiative?~~ 6. ~~Think of a time when a job you were working on suddenly changes. How did you adapt to the new situation?~~ 7. ~~What are your weaknesses?~~ 8. ~~What can you do for this company that other people can’t?~~ 9. ~~Describe your personality.~~ 10. ~~Tell me about yourself.~~   **Task 14**  Look at the following video: <https://www.youtube.com/watch?v=_bZi-34IFxs>   1. Pay attention to the information related to hard and soft skills 2. Write a list with them and get familiar with the unknown vocabulary.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **~~Task 15~~**  ~~Read the following information about important facts related to personal abilities or skills to succeed in a working environment.~~  **~~Are you looking for a job opportunity?~~**  ~~The following are the top 10 abilities that you must have to be successful at your job:~~  ~~Diagrama  Descripción generada automáticamente1.~~ **~~Leadership oriented.~~** ~~Companies like recruiting job seekers who have a future with their organization. Most facets of leadership are learned and thus the most efficient organizations want to mold progressive thinkers rather than have stagnant employees. They want each individual to have room to progress and in time be able to formulate their own winning teams.~~  ~~Una flor rosada en una roca  Descripción generada automáticamente con confianza media2.~~ **~~Resilient.~~** ~~Resilient applicants are amongst the most sought after by hiring managers. These are the individuals who view their problems in an optimistic manner and don’t view hurdles as insurmountable, pervasive and their fault. They can fail and, after a brief demoralization get right back on their feet and continue producing for the company.~~  ~~Imagen que contiene persona, hombre, tabla, traje  Descripción generada automáticamente3.~~ **~~Candid.~~** ~~Individuals who are candid are among the best communicators around the office. They display a direct, clear manner of speaking which in turn fosters winning and helps eliminate bureaucracy. Moreover, this method of expression promotes new ideas, encourages fast action and engages more people in the conversation.~~  ~~Un dibujo de un grupo de personas en una playa  Descripción generada automáticamente con confianza media4.~~ **~~Competitive.~~** ~~Highly successful companies believe in differentiating their top performers from the average employees. These firms recognize the worth of making clear distinctions regarding the output individuals produce when compared to that of their peers. They understand that the people who fare best in the office are those who want to succeed and who are consistently formulating creative, compelling and logical methods to beat competing firms.~~  ~~Dibujo de una persona  Descripción generada automáticamente con confianza baja5.~~ **~~In control.~~** ~~Hiring managers consider successful people to be in control of their careers. The more knowledgeable employers actively seek out individuals who don’t let outside forces dictate their potential; they recruit employees who don’t fear normal setbacks. Among other things, in control translates to being able to keep calm and perform during times of heightened stress.~~  ~~Un grupo de personas haciendo gestos con la cara de una persona  Descripción generada automáticamente con confianza media6.~~ **~~Friendly.~~** ~~Prior to recruiting, hiring managers seek out individuals who are easy to deal with and can be successfully managed by current staff. Moreover, when employers like you, they are more apt to give you an offer. When staffing new applicants, those who fit in with the current~~[~~corporate culture~~](https://www.glassdoor.com/blog/care-bottom-line-improve-company-culture/)~~are the most seriously considered.~~  **~~Task 16~~**  **~~Based in the info that you already have, answer the following questions:~~**   1. ~~Why personal abilities are important to be successful at your job?~~ 2. ~~Do you consider yourself a leader?~~ 3. ~~Do you think that being competitive is good or bad at a workplace?~~ 4. ~~Are you resilient?~~ 5. ~~What does the topic under study is about?~~   **Task 17**  Hombre haciendo piruetas encima de patineta  Descripción generada automáticamente con confianza media**Keep reading the information and pay attention to unknown vocabulary.**  7. **Ambitious.** Ambitious employees are those who continually drive towards a better way of doing things. They embrace challenges and are able to overcome hurdles. These people are never satisfied with the status quo and drive for better solutions, thus making an organization more competitive.  Señal de dirección  Descripción generada automáticamente con confianza media8. **Ability to adapt.** Staffing professionals seek job applicants who can change with the business environment. While many people love familiarity and patterns, the best understand that if you want to stay in the game (let alone win), change is a necessary aspect of business.  Un dibujo de una persona  Descripción generada automáticamente con confianza media9. **Creative.** The most successful companies thrive because of innovation and a consistent improvement on current internal processes. They are consistently looking for those who can not only work autonomously, but who also can formulate fresh ways to complete old tasks.  Imagen que contiene persona, hombre, mujer, puesto  Descripción generada automáticamente10.**Team oriented.** Hiring people who “buy into the system” is of the utmost importance when recruiting. They can work effectively in situations that require the cooperation of others, clearly fit into the confines of the firm’s corporate culture and bring a dynamic to meetings that welcomes debate and, ultimately, solves problems.  **Task 18**  Based in the previous reading and the grammar info studied in the previously, be ready to write:   * 2 sentences using present tense. * 2 sentences using correlative conjunctions. * 2 sentences using simple past. * 2 sentences using present perfect.   **~~Task 19~~**  ~~If Ss are in the classroom they can perform the following activity:~~  ~~Split the class into teams.~~  ~~The first member of the first team comes to the front of the class and sits with their back to the board.~~  ~~Write a word from today’s lesson on the board behind them.~~  ~~The team needs to describe the word without saying the word.~~  ~~If the learner at the front gets the word, their team gets a point.~~  ~~Continue with the next learner from the next team and so on.~~  **~~This can work for NORMAL CLASSESS~~**  ~~Extension activities / Homework~~  ~~Hand out a range of job adverts, job descriptions and person specifications and ask learners to find and highlight new words from today’s lesson.~~  ~~Teacher could ask them to do this for homework, finding their own adverts and sharing what they found in the next lesson.~~  ~~In addition, learners could find vocabulary which hasn’t been covered today, to share with the rest of the group in the next lesson.~~  **Task 20**  Match the occupations on the left with the job descriptions on the right.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | 1 | Mechanic |  | A | Designs houses and buildings | |  | 2 | Real estate agent |  | B | Writes for magazines and newspapers | |  | 3 | Account |  | C | Helps people with family problems | |  | 4 | Secretary |  | D | Installs and fixes lights, wiring, etc. | |  | 5 | Tailor |  | E | Sells houses, property, buildings | |  | 6 | Plumber |  | F | Builds furniture, houses | |  | 7 | Nanny |  | G | Keeps financial records, does tax forms | |  | 8 | Carpenter |  | H | Looks after children | |  | 9 | Receptionist |  | I | Works as a cashier in a bank | |  | 10 | architect |  | J | Repairs car engines | |  | 11 | Waiter |  | K | Answers the phone and greets people in an office | |  | 12 | Journalist |  | L | Takes orders, serves people in restaurants | |  | 13 | Social worker |  | M | Makes and alters clothes | |  | 14 | Teller |  | N | Fixes water pipes, toilets, sinks | |  | 15 | Electrician |  | O | Types letters, files office information |   **~~Task 21~~**  ~~Match each quality on the left with the correct definition on the right.~~   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | ~~1~~ | ~~Responsible/reliable~~ |  | ~~A~~ | ~~Comes on time~~ | |  | ~~2~~ | ~~Punctual~~ |  | ~~B~~ | ~~Doesn’t tire easily~~ | |  | ~~3~~ | ~~Energetic~~ |  | ~~C~~ | ~~Acts like an adult, not a child~~ | |  | ~~4~~ | ~~Mature~~ |  | ~~D~~ | ~~Does what he/she says that he/she will do~~ | |  |  |  |  |  |  | |  | ~~5~~ | ~~Honest~~ |  | ~~E~~ | ~~Has good manners~~ | |  | ~~6~~ | ~~Conscientious~~ |  | ~~F~~ | ~~Works well with others~~ | |  | ~~7~~ | ~~Polite~~ |  | ~~G~~ | ~~Tells the truth, doesn’t lie or steal~~ | |  | ~~8~~ | ~~Cooperative~~ |  | ~~H~~ | ~~Takes the job seriously~~ | |  |  |  |  |  |  | |  | ~~9~~ | ~~Thorough~~ |  | ~~I~~ | ~~Orderly, woks according to plans~~ | |  | ~~10~~ | ~~Patient~~ |  | ~~J~~ | ~~Can accept new or different ideas~~ | |  | ~~11~~ | ~~Organized~~ |  | ~~K~~ | ~~Stays with the job, doesn’t give up easily, can wait without being mad~~ | |  | ~~12~~ | ~~Open-minded~~ |  | ~~L~~ | ~~Does a good job, doesn’t forget anything, pays attention to details~~ | |  |  |  |  |  |  | |  | ~~13~~ | ~~Near~~ |  | ~~M~~ | ~~Correct~~ | |  | ~~14~~ | ~~Flexible~~ |  | ~~N~~ | ~~Can accept change easily~~ | |  | ~~15~~ | ~~Accurate~~ |  | ~~O~~ | ~~Clean and tidy, not messy~~ | |  | ~~16~~ | ~~motivated~~ |  | ~~P~~ | ~~Pushes him/herself to do a good job~~ | |  |  |  |  |  |  | |  | ~~17~~ | ~~Creative~~ |  | ~~Q~~ | ~~Not lazy~~ | |  | ~~18~~ | ~~Hardworking~~ |  | ~~R~~ | ~~Can control him/herself~~ | |  | ~~19~~ | ~~Resourceful~~ |  | ~~S~~ | ~~Has a talent for making new thins and new ideas~~ | |  | ~~20~~ | ~~Disciplined~~ |  | ~~T~~ | ~~Good at solving problems with whatever is available~~ | |  |  |  |  |  |  | |  | ~~21~~ | ~~Well-groomed~~ |  | ~~U~~ | ~~Sociable, no shy~~ | |  | ~~22~~ | ~~Articulate~~ |  | ~~V~~ | ~~Neat and clean in appearance~~ | |  | ~~23~~ | ~~Self-confident~~ |  | ~~W~~ | ~~Feels good about him/herself~~ | |  | ~~24~~ | ~~Outgoing~~ |  | ~~X~~ | ~~Speaks well~~ |   **Post Task: Construction /Application (Oral and Written Production)**  **Task 22**  Read the information about employee benefits and complete the activity at the end of this task. Most Sought-After Employee Benefits **The most sought-after employee benefits in 2020 were:**   * **Remote work**. While Covid has made remote work a necessity, there are benefits for employers and employees alike. Employees save on commute times, while employers can save on office space and expand their talent pool to anywhere across the globe. To be sure, post-pandemic, many positions will still need to be onsite — and organizations will be challenged to adapt high-performance cultures and collaborative work to a distributed paradigm. Time will tell if we are in the midst of a transition. * **Healthcare**. Always a key benefit, healthcare has never been more important than it is during the midst of a pandemic. Between this category the three most important benefits are: health, dental, and vision insurance. * **Paid time off**. Employees need to recharge and employers want employees focused on their work, so it makes sense that paid time off is a key benefit. * **Flexible hours**. The Covid pandemic has made flexibility more important than ever before. As parents struggle to deal with keeping kids at home—or juggling between home and schools as schools close and reopen and groups of children quarantine, flexibility has shot to the top of the list. * **Paid family leave**. According to the [annual benefits survey](https://www.shrm.org/hr-today/trends-and-forecasting/research-and-surveys/Documents/SHRM%20Employee%20Benefits%202019%20Leave%20and%20Flexible%20Working.pdf) by The Society for Human Resource Management, the number of employers that offered women paid maternity rested at 34% in 2019. At the same time, 30% of companies provide fathers with paid paternity leave, and 29% offer paid adoption leave. Companies that choose to provide paid family leave have an edge when it comes to hiring. * **Four-day work week**. Microsoft Japan recently let employees work four days a week with the same five-day paycheck. The experiment was a success, resulting in a 40% increase in productivity, as well as savings in electricity and printing costs. To make room for the lost time, the company also encouraged cutting meetings to 30 minutes and limiting their attendance, saving valuable work time. * **Free food in the office**. Free snacks and beverages are on the rise, with 31% of companies now offering them in the office, up from 20% in 2016. Around 13% of companies offer a free or partially subsidized cafeteria. While 56% of employees are “very” or “extremely happy” at work, [67% of workers with free food](http://blog.indeed.com/2019/05/20/benefits-of-free-food-at-work/) at the office express the same satisfaction. Many companies offer free lunches — with “lunch and learns” — that give them an ROI through workforce education. * **Student loan assistance**. Companies that wish to attract the best young talent need to consider establishing a student loan assistance program. Some of the companies already moving in this direction include Carhartt, GlaxoSmithKline and Pure Insurance. * **Pet insurance/pet friendly offices**. Pet-friendly perks are attractive to both ends of the age spectrum. For younger people who choose to start families later in life and for empty-nesters looking to fill a void after the children have moved out, pets are a popular option. Anyone who has ever owned a pet knows how expensive veterinarian bills can be. Employees in this situation view the opportunity to purchase pet insurance as a big positive. * **Fitness perks**. Gyms and yoga studios have certainly struggled during the pandemic. Even so, many find great value in fitness and diet challenges, and employers benefit from a healthy, active workforce.  1. Write 2 sentences using the information about skills and job benefits. Use present continuous   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Write 2 sentences using the information about skills and job benefits Use future forms.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Write 2 sentences using the information about skills and job benefits Use past simple   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Assessment:**  Read the Golden Rules  Welcome to Mrs. Wonders' Language Arts Class. Golden Rules If you ...  Which of the Golden Rules are you at following? Which do you think you should improve? | ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I  ( )H  ( )I | ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro  ( )K  ( )Per  ( )Pro |

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